

City of Dubuque, Iowa
Downtown Housing Incentive Program

ONLINE APPLICATION INSTRUCTIONS

STEP 1: Access the link for the online application through our webpage or by clicking [here](#).

STEP 2: The link will prompt you to log in. If you already have an account, please log in. If you do not have an account, please login using Yahoo, Facebook, or by creating a new profile.

The screenshot shows the City of Dubuque website's login/sign-up interface. At the top, there is a navigation bar with links for Government, Services, Community, Doing Business, and How Do I... Below this is a banner with icons for Alerts, Videos, Parks & Recreation, Find a Job, The Jule, and Connect with Us. The main content area is titled 'Sign In' and includes a sub-header 'Sign In or Sign Up with...'. Under this sub-header, there are two buttons: 'Yahoo!' and 'Facebook'. A red arrow points to the 'Facebook' button. Below these buttons is a section titled 'Or...' with a form for 'Email or Username' and 'Password'. There is also a 'Forgot Your Password?' link and a 'Keep Me Signed In' checkbox. At the bottom of the form are two buttons: 'Sign In' and 'Create Profile'. A red arrow points to the 'Sign In' button.

STEP 3: After successfully logging in, you will access the online application for the grant. Fill out all required information and attach the necessary documents.

Please view our FAQ's on tips for saving, uploading, etc. by clicking [here](#).

The screenshot shows the 'Form Center' page on the City of Dubuque website. On the left is a dark blue navigation menu with links: Pay a Bill or Fine, Employment, Agendas & Minutes, Bids / RFPs, Code of Ordinances, Alerts, Public Documents, Staff Directory, City Services Guide, Report a Concern, Make a Payment, and Contact Us. The main content area is titled 'Form Center' and includes a search bar for forms, a 'Facade Grant Applications' section with a 'Save Progress' button, and two sections of form fields: 'APPLICANT INFORMATION' and 'PROJECT INFORMATION'. The applicant information fields include Applicant*, Telephone*, E-mail Address*, Applicant Mailing Address*, and Applicant Mailing Address. The project information fields include Address of Project* and Address Line 1. The breadcrumb trail at the top reads 'You Are Here: Home > Form Center'.

STEP 4: When you are ready to submit your final application, ensure you check the box marked “receive an e-mail copy” for your own records.

Not ready to submit a final copy? See how to save your progress in our [FAQ's](#).

The screenshot shows the 'PLANNING AND DESIGN GRANT' form. It contains two questions: 'What are the estimated costs for financial consultant services?*' with a text input field containing '\$100.00', and 'How much assistance is the project requesting?*' with a text input field containing '\$100.00'. Below these is a reCAPTCHA verification box with a green checkmark and the text 'I'm not a robot'. Underneath is a checkbox labeled 'Receive email copy' which is checked, with a red arrow pointing to it. Below the checkbox is an 'Email address' field containing 'jane.doe@cityofdubuque.org' and a note: 'This field is not part of the form submission.' At the bottom left is a 'Submit' button. A red asterisk at the bottom left indicates that fields with an asterisk are required.